## T-Play – Guidance to Managers on how to enter Sickness Absence



Manager View of Self-Service Menu

Select 'Absence' from the 'Manage Staff Information' menu. This will take you to your staff list

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Absend	ce: People in Hierarchy					
TIP (	Click the action button next to the emp	loyee you wish to action	on. Click the details button for more information about t	he employee.		
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		Assignment				
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	Leese28, Mrs. Vivian					
	Craddock28, Mr. Stuart	20093822	Nursing and Midwifery Registered Sister/Charge Nurse	513 Ward 1	-	
	Darling28, Dame Veronica (Ronnie)	20094418	Nursing and Midwifery Registered Enrolled Nurse	513 Ward 7	-	
	Jackson28, Mr. Sam	20093497	Administrative and Clerical Finance Director	513 Trust Board		(10)
	Leeth28, Mr. Joseph	20093303	Nursing and Midwifery Registered Sister/Charge Nurse	513 A & E Department		
	Lewis28, Miss Sarah	20094578	Nursing and Midwifery Registered Enrolled Nurse	513 Ward 9		
	Matthews28, Ms. Pauline	20093798	Nursing and Midwifery Registered Midwife	513 Warwick Midwifery Team	-	
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Select the 'Action' button next to the employee you need to record sickness for. This takes you into the 'Absence Summary' screen:

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Then select 'Create Absence' which takes you into the 'Absence Entry' screen. Then click into 'Absence Type' and select 'Sickness'

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Then enter the Level 1 reason for absence. This can be done by clicking on the torch. When the pop-up box displays click on the 'Go' button. Choose the reason by clicking the 'Quick Select' option

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C S18 Blood disorders
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Once this has been completed you can then input the Level 2 reason for absence by following the same process.

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Then enter the start date for sickness absence

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The sickness can be left open as you will not know when the employee is going to return to work. The absence can then be submitted by clicking the next button

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The absence can be checked for accuracy before being submitted. Once the 'Submit' button has been clicked the user is taken back to the 'Absence Summary' Screen where the latest absence is displayed with the update and 'Delete' icon enabled

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When the employee returns to work the absence can then be end dated. Click on the 'Update' Icon (yellow pencil). This takes the user back to the 'Absence Entry' screen. Then enter the last day of sickness and press the 'Calculate Duration' button. This works out the number of days sick

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Return to Work Discussion Date	21-Feb-2013		
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HR Intervention Date			

This information then needs to be re-submitted to ensure that the sickness is closed. Click next and this takes the user to the 'Absence Summary' screen

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Click on submit and this takes you back to the absence summary screen. The delete icon is no longer enabled so a self-service user cannot delete historical absences. Only a user with absence admin URP can do this:

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The user can also see the absence Calendar for the Individual which will assist with the Return to Work Interview and determining how many episodes of sickness the employee has had in the last 12 months:

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The absence Calendar can also be viewed for the entire Group of staff that the user has responsibility for:



Manager self-service can also be used to produce an individual absence report for an employee:

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	Employee Name*:	'All'		
	Employee Number(s)*:	20093822		
	Absence Date From*:	01-feb-2012		
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Title			Permanent	S25 Gastrointesting S21 Ear, nose, thro	at S25008 Diarrhoea at S21004 Hay fever (seasona		Sickness	Craddock28 Craddock28	Stuart	Mr. Mr.	20093822	+ 1			
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This can then be exported to excel.

Michael Winstanley, Senior Development Analyst St Helens & Knowsley Teaching Hospitals NHS Trust February 2013.